

**PERSONNEL BOARD OF MONTEREY PARK
AGENDA**

**REGULAR MEETING
Monterey Park City Hall Council Chambers
320 West Newmark Avenue, Monterey Park, CA 91754**

**Wednesday
April 11, 2018
7:00 PM**

MISSION STATEMENT

**The mission of the City of Monterey Park is to provide excellent services
to enhance the quality of life for our entire community.**

Documents related to an Agenda item are available to the public in the Human Resources Department located at 320 West Newmark Avenue, Monterey Park, CA 91754, during normal business hours and the City's website at www.montereypark.ca.gov.

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak more than a total of 10 minutes. The Commission Chair and Commissioners may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting please call City Hall at (626) 307-1334 for reasonable accommodation at least 24 hours before a meeting. Council Chambers are wheelchair accessible.

CALL TO ORDER

Chairperson

FLAG SALUTE

ROLL CALL

Harvey Chin, Liane Kwan, Pauline Lemire, Gustavo Reynoso, Greg Verbeck

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

PUBLIC COMMUNICATIONS (Related to Items NOT on the Agenda). While all comments are welcome, the Brown Act does not allow the Commission to take action on any item not on the agenda. The Commission may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Commission's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

ORAL AND WRITTEN COMMUNICATIONS

[1.] PRESENTATIONS

- 1-A. Oath of Office conducted by City Clerk Vincent Chang for new board members: Harvey Chin and Gustavo Reynoso. Distribution of Commission Handbook and MOU Binder.**

[2.] CONSENT CALENDAR

2-A. Approval of Minutes

It is recommended that the Personnel Board:

- (1) Approve minutes from the March 14, 2018 meeting; and
- (2) Take such additional, related, action that may be desirable.

[3.] PUBLIC HEARING – None.

[4.] OLD BUSINESS – None.

[5.] NEW BUSINESS

5-A. Reclassify the Literacy Program Administrator position and class specification.

It is recommended that the Personnel Board:

- (1) Approve the recommended request to reclassify the Literacy Program Administrator position and class specification; and
- (2) Take such additional, related, action that may be desirable.

5-B. Vacancy and Recruitment Report

It is recommended that the Personnel Board:

- (1) Review the Vacancy and Recruitment Report; and
- (2) Take such additional, related, action that may be desirable.

5-C. 2018 Personnel Board Attendance Record

It is recommended that the Personnel Board:

- (1) Review the 2018 Personnel Board Attendance Record; and
- (2) Take such additional, related, action that may be desirable.

[6.] PERSONNEL BOARD COMMUNICATIONS AND MATTERS


ADJOURN



Personnel Board Staff Report

DATE: April 11, 2018

AGENDA ITEM NO: 2-A

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management 
SUBJECT: Personnel Board Minutes

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the minutes from the regular meeting of March 14, 2018; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

None.

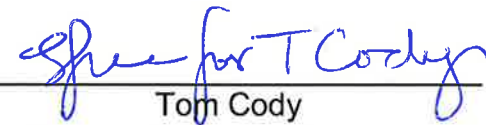
BACKGROUND:

None.

FISCAL IMPACT:

None.

Respectfully submitted by:



Tom Cody
Director of Human Resources
and Risk Management

ATTACHMENT

1. March 14, 2018 Regular Meeting Minutes

ATTACHMENT 1
March 14, 2018 Regular Meeting Minutes

**MINUTES
MONTEREY PARK PERSONNEL BOARD
REGULAR MEETING
MARCH 14, 2018**

The Personnel Board of the City of Monterey Park held a Regular Meeting of the Board in the Council Chambers located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, March 14, 2018 at 7:00 p.m.

CALL TO ORDER:

Chairperson Greg Verbeck called the meeting to order at 7:00 p.m.

FLAG SALUTE:

Board member Yoko Igawa led the flag salute.

ROLL CALL:

Director of Human Resources & Risk Management Tom Cody called the roll:

Board Members Present: Yoko Igawa, Liane Kwan, Pauline Lemire, Greg Verbeck

Board Members Absent: None

ALSO PRESENT: Building Official Tim Tran

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATION

None.

2. CONSENT CALENDAR

2A. APPROVAL OF MINUTES

Action Taken: The Personnel Board reviewed the December 13, 2017 minutes. The minutes have been approved as presented.

Motion: Board Member Yoko Igawa moved to approve the December 13, 2017 minutes and Board Member Pauline Lemire seconded, motion carried by the following vote:

Ayes:	Board Members:	Igawa, Kwan, Lemire, Verbeck
Noes:	Board Members:	None
Absent:	Board Members:	None
Abstain:	Board Members:	None

3. **PUBLIC HEARING**

None.

4. **OLD BUSINESS**

None.

5. **NEW BUSINESS**

5A. **UPDATE THE PLAN CHECKER CLASS SPECIFICATION**

Discussion: The Building Official for the City of Monterey Park has reviewed the class specifications of the Plan Checker position and found that the class specifications required changes. A survey of several nearby jurisdictions for the Plan Checker position finds that the current specifications were outdated and were not in line with industry standards. It is recommended that the Plan Checker class specification be updated.

Action Taken: The Personnel Board approved the recommended request to update the Plan Checker class specification.

Motion: Board Member Liane Kwan moved to update the recommended changes to the Plan Checker class specification with the noted addition of the Bachelor's degree to the class specification and Board Member Yoko Igawa seconded, motion carried by the following vote:

Ayes:	Board Members:	Igawa, Kwan, Lemire, Verbeck
Noes:	Board Members:	None
Absent:	Board Members:	None
Abstain:	Board Members:	None

5B. **VACANCY AND RECRUITMENT REPORT**

Monthly report of the City's recent hires, recruitment progress, and current and future openings.

Action Taken: Received and file.

5C. **2017 PERSONNEL BOARD ATTENDANCE RECORD**

The Personnel Board reviewed the 2017 attendance record.

Action Taken: Received and file.

6. **PERSONNEL BOARD COMMUNICATIONS AND MATTERS**

Director Tom Cody introduced two personnel board applicants to the Personnel Board members.

Personnel Board applicants Harvey Chin and Gustavo Reynoso provided background information about themselves and answered any questions the board had.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:47 p.m.

Tom Cody
Director of Human Resources & Risk Management



Personnel Board Staff Report

DATE: April 11, 2018

AGENDA ITEM NO: 5-A

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Update and reclassify the Literacy Program Administrator class specification

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the recommended request to update and reclassify the Literacy Program Administrator class specification;
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Library has an organizational need for proper authority in the Literacy Program and the requirement of a combination of a Master's Degree in Library Science with a teaching credential has led to three failed recruitments due to the lack of well qualified candidates.

The City has recruited for the Literacy Program Administrator twice within the last two years. Both times the recruitments were unsuccessful due to the lack of qualified applicants possessing an Adult Education Teaching Credential, which was added to the class specification in January 2015 and removed in March 2017.

Researching other successful literacy programs in the State, it was noted a common title used was more of an "Adult Literacy Coordinator" compared to an administrator and with only a required Bachelors Degree and a minimum of two years experience in a library literacy program.

It is recommended that the Literacy Program Administrator class specification be updated and reclassified to Adult Literacy Coordinator.

BACKGROUND:

On January 14, 2015, at the request of the City Librarian Norma Arvizu, the Personnel Board approved the addition of an Adult Education Teaching Credential as a requirement of the Literacy Program Administrator.

During that recruitment, many otherwise qualified candidates were disqualified from interviewing for the position due to this requirement. On March 7, 2016, the Literacy

Program Administrator position was opened for hiring. Forty-three applications were received; only two candidates passed the initial screening process and were eligible for interview. The position was reopened on July 19, 2016. Thirty-nine applications were received; only two passed the initial screening process. The majority of the candidates did not pass the initial screening because of the lack of an Adult Education Teaching Credential and the requirement of a Master's Degree.

Further discussions with the Department of Education Analyst and Adult Education Program Coordinator have clarified that an Adult Education Teaching Credential is a requirement for this position in an Adult Education Facility. However, this requirement does not apply to Community Based Organizations or libraries.

After staff researched the other successful literacy programs within California libraries it was determined that not all administrators or coordinators required Master's Degrees in Library Sciences or Teaching Credentials. The more general requirement was the completion of core course work from an accredited college or university in library science, early childhood education, elementary education, adult education, literacy or closely related fields. Moreover, a requirement of two years of responsible professional experience in an area of assignment or closely related field or any combination of education and two years or more experience as a program coordinator or program evaluator in a literacy program, adult education program was typical.

Therefore, it is recommended that the Personnel Board approve the updates and reclassification of the Literacy Program Administrator to Adult Literacy Coordinator.

Respectfully submitted by:



Tom Cody
Director of Human Resources and
Risk Management

ATTACHMENT:

1. City of Monterey Park – Literacy Program Administrator Class Specification

ATTACHMENT 1
City of Monterey Park – Literacy Program
Administrator Class Specification

ADULT LITERACY COORDINATOR LITERACY PROGRAM ADMINISTRATOR

Under administrative direction, plans, organizes, administers and assists in developing a large, comprehensive Literacy Program for the City. The Literacy Program Administrator is responsible for developing a coalition of community agencies and groups to coordinate and expand existing literacy efforts. Performs related duties as required.

REPRESENTATIVE DUTIES:

Responsible for planning, organizing, developing and coordinating a public relations campaign to gain recognition of the problem of adult illiteracy and to offer solutions; recruit, train and supervise literacy tutors, English as a Second Language (ESL) volunteers and Citizenship Preparation volunteers; supervise support staff, assign work, train, and evaluate performance of subordinates and volunteers; select appropriate learning materials for one to one tutors, ESL classes, volunteer instructors and adult students; develop and plan programs to financially support and enhance the efforts for the Literacy Program; write grant proposals, administer grants and meet grant deliverables. The appointee will be required to work a flexible schedule which will include most Saturdays and evenings as required.

ORGANIZATIONAL RESPONSIBILITIES:

This class reports directly to the City Librarian and supervises the work of full-time and part-time clerical staff, volunteers and literacy tutors.

DESIRABLE QUALIFICATIONS:**Knowledge of:**

A variety of professional level methods, practices and techniques used in selection of educational materials; professional educational training, methods, pedagogy and terminology used in Adult ESL and literacy programs; understanding of language acquisition methods and levels of Basic English instructional implementation from emergent levels to Advanced Basic English Skills; library methods and terminology related to literacy education; literature and a variety of books related to literacy education; supervisory principles and practices.

Skills/Abilities:

Ability to develop methods and programs for teaching; literacy skills and to adapt them to the needs of adult non-readers; establish effective working relations with co-workers, professionals, volunteers, private and public officials, the media and community organizations; train, supervise and organize employees and volunteers; plan and implement fund-raising projects; analyze situations and take effective independent action; written and oral communications skills.

Education and Experience:

Any combination of experience and education that would provide the required knowledge, skills and abilities is qualifying. Graduation from an accredited institution with a ~~Bachelor's~~^{Master's} in Education, Social Science or related field and two years of experience in administering Literacy Program and Adult Education, including the coordination of volunteers, tutoring or teaching of adults, grant preparation/~~writing, library services, supervisory~~, and/or fund-raising. Possession of an Adult Education Teaching credential is highly desirable.

Licenses:

Possession of a valid California driver's license.

| ~~ANTICIPATED~~ APPROV~~ED~~ BY PERSONNEL BOARD: ~~APRIL 11, 2018~~^{MARCH 8, 2017}

VACANCY AND RECRUITMENT REPORT

AGENDA ITEM NO: 5-B

Date of Report: April 4, 2018

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POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
City Manager's Office							
City Clerk							
Community & Economic Development							
Assistant Planner Resignation (1)	Open	2/8/18	3/1/18 or the first 25 qualified	TBD	N/A	TBD	Screening applications.
Building Inspector Retirement (1)	Open	12/28/17	2/6/18	N/A	N/A	3/7/18	Sent cert list to the department on 3/14/18. Pending backgrounds.
Permit Technician I Resignation (1)							Pending recruitment 04/2018.
Plan Checker Pending Retirement (1)							Pending recruitment 04/2018.
Human Resources							
Library							
Librarian (Part-Time) Resignation (1)	Open	11/27/17	12/12/17 or first 40 qualified	N/A	N/A	TBD	On hold.
Library Clerk (Part-Time) Budgeted (1)	Open	11/30/17	12/15/17 or first 40 qualified	N/A	N/A	TBD	On hold.
Literacy Program Administrator Terminated (1)	Open	4/25/17	6/15/17	N/A	N/A	7/19/17	Failed recruitment. Pending new recruitment in 2018.
Management Services							
Senior Account Clerk Budgeted (1)	Open	11/27/17	12/15/17 or first 25 qualified	2/22/18	N/A	3/15/18	Sent cert list to the department on 3/26/18. Pending backgrounds.
Public Works							
Equipment Mechanic Promoted (1)	Open	2/8/18	3/5/18	TBD	TBD	TBD	Screening applications.
Maintenance Worker (Part-Time) Resignation (1)	Open	11/27/17	12/12/17 or first 40 apps	N/A	N/A	3/20/18	Sent cert list to the department on 3/27/18.
Park Maintenance Crew Leader Promoted (1)	Open	12/28/17	1/19/18 or first 25 qualified	4/10/18	4/25/18	4/25/18	Invited 27 applicants to the written exam.
Park Maintenance Worker Resignation (1)							Pending recruitment 04/2018.
Public Works Inspector Retired (1)	Open	10/23/17	11/13/17 or first 25 qualified	N/A	N/A	3/13/18	Sent cert list to the department on 3/16/18. Pending backgrounds.
Senior Maintenance Worker Promoted (2)	Open	11/27/17	12/14/17 or first 25 qualified	N/A	3/22/18	3/22/18	Sent cert list to the department on 4/3/18.
Water Utility Manager Resignation (1)	Reopen	10/06/17 11/21/17	10/30/17 or first 25 qualified 12/18/17 or first 25 qualified	N/A	N/A	3/15/18	Sent cert list to the department on 3/20/18. Pending backgrounds.

Date of Report: April 4, 2018

POSITION/ REASON FOR VACANCY	TYPE	OPEN	CLOSE	WRITTEN	AGILITY/PERF	ORAL	STATUS
Recreation & Community Services							
Child Care Teacher (Part-Time) Resignation (1)	Open	2/8/18	Open until filled	N/A	N/A	TBD	Open 02/08/18. Open Until Filled.
Dial-A-Ride Driver Budgeted (1)	Open	2/8/18	3/1/18 or first 25 qualified	N/A	N/A	3/29/18	Pending cert list.
Police Department							
Communications Dispatcher Reassignment (1)							Pending recruitment 04/2018.
Community Service Officer – Parking Enforcement (Part-Time) Resignation (1)	Open	2/8/18	3/1/18 or first 25 qualified	N/A	N/A	4/17/18	Invited 30 applicants to the oral board interviews.
Evidence Officer (Part-Time) Promoted (1)	Open	4/2/18	Open until filled	N/A	N/A	2/27/18	Sent cert list to the department 2/28/18.
Management Analyst Resignation (1)	Open	10/06/17	10/27/17 or first 25 qualified	TBD	N/A	TBD	Exhausted eligibility list.
Police Clerk Resignation (1) Promoted (1)	Open	2/8/18	2/23/18 or the first 50 qualified	TBD	N/A	TBD	Screening applications.
Police Clerk (Part-Time) Resignation (1)	Open	4/25/17	5/16/17 or first 50 apps	N/A	N/A	TBD	None selected.
Police Officer Lateral/Pre-Service Continuous	Open DTF	10/21/15 1/5/18	Continuous	11/4/17 3/24/18	12/9/17 4/28/18	12/12/17 5/3/18	None selected. Pending written results.
Police Officer Recruit Continuous	Open DTF	10/21/15 1/5/18	Continuous	11/4/17 3/24/18	12/9/17 4/28/18	12/12/17 5/3/18	Hired Russell Amundson. Pending written results.
School Crossing Guard (Part-Time) Resignation (1)	Open	3/20/18	Open until filled	N/A	N/A	TBD	Open 3/20/18. Open until filled.
Fire Department							

* Tentative Date
DTF = Difficult-to-Fill designation

2018 PERSONNEL BOARD ATTENDANCE

		JAN	FEB	FEB - S	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Chin	Harvey	-	-	-	-									
Kwan	Liane	NM	NM	NM	P									
Lemire	Pauline	NM	NM	NM	P									
Reynoso	Gustavo	-	-	-	-									
Verbeck	Greg	NM	NM	NM	P									

Legend	P	Present
	A	Absent
	NM	No Meeting
	--	Vacancy